



**Town of Arlington, Massachusetts**  
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## **Library Trustees Minutes 03-14-2007**

Robbins Library Board of Trustees  
March 14, 2007

### Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud, assistant director Cynthia Diminture and library space planning consultant Tom Gilchrist.

### Approval of Minutes

The minutes of the February 21, 2007 meeting were approved with corrections on a motion by Ms. Fennelly; seconded by Ms. Radochia.

### Communications

1. Ms. Ruderman mentioned that the recent pedestrian accident on Massachusetts Avenue prompted much discussion on the local listserv regarding the crosswalks on Massachusetts Avenue. The correspondence was compiled and forwarded to the Board where it was accepted into record. Ms. Loud suggested that a copy be sent to the Town Manager. 2. Ms. Ruderman showed the members a postcard that she had received at home from "Got Books" and expressed concern that their solicitation of book donations could compete with the Friends of the Library book sale drives. She was also concerned about the group's expressed promise to donate proceeds of their book sales to the Friends of the Library USA (FOLUSA). 3. Ms. Loud received a request from John DeVito and Frank Tropea, the Boston-area authors of "Immortal Marilyn" a book about the life of Marilyn Monroe, to do a program at the library in May. They would organize and conduct the program without the assistance of library staff, and would give the library 10 % of the book sales for the evening. The consensus of the Board was that this is in keeping with the existing policy guidelines. 4. Ms. Loud apprised the Board of an upcoming fundraiser to be conducted by Barnes & Noble. The Massachusetts Library Association will receive a percentage of the voucher sales for specific dates.

5. A request was received from Oakes Plympton to mount a display of local history books that would include order forms for the sale of the books. The Board was not in favor of having the order forms available on the display table, but suggested providing a handout with addresses/phone numbers for obtaining the books. 6. Bruce Carter provided the prices for selected aerial photographs for use in the circulating print collection. His prices are \$60 for 17"x22" photos and \$15 for 8"x10" ones. Ms. Muldoon made a motion; seconded by Mr. Murphy, to allocate \$1,000 from the Robbins Print Fund, for the purchase and framing of four 17"x22" prints. Mr. Carter is also planning to donate 48 8"x10" photos for the Local History collection. 7. The Arlington Educational Enrichment Fund sent an invitation for participation in the town's upcoming Brain Bee. The Friends of the Library have agreed to pay the \$300 team entrance fee, but team members are still being sought. A suggestion was made to issue an invitation to the library's high school pages to participate.

8. Nancy Gentile proposed an additional 7.5 hours of work on the Robbins Print Collection project, at a cost of \$200. The request was unanimously approved.

### Approval of Informational Exhibit and Art Exhibit Policies

Ms. Loud distributed drafts of the policy revisions. Ms. Deal made a motion; seconded by Ms. Fennelly, to approve the amended Informational Exhibit policy. Approved unanimously. The amended Art Exhibit policy was approved on a motion by Ms. Fennelly; seconded by Mr. Murphy. Ms. Ruderman thanked the subcommittee and Ms. Loud for their work on this project.

### Annual Report for the Public

Ms. Loud asked what format the Board would like for this year's report to be distributed to the public and to town meeting representatives. The consensus was that last year's format is still acceptable.

### Other

In his role as a member of the State Aid Study Committee of the Massachusetts Board of Library Commissioners, Mr. Murphy asked Ms. Loud to provide expertise on a proposed new method of data collection. Arlington will be used as a prototype. Ms. Ruderman reminded everyone of the upcoming Trustee Symposium.

### Director's Report

The review of the report was tabled until the next meeting.

### Space Allocation Plan

Library Space Planning Consultant Tom Gilchrist presented his space evaluation and proposed re-organization plan. The goal of the plan is to enhance the customer experience at the Robbins Library with improved accessibility and convenience for users and staff, the provision of areas for marketing/display and improved lighting. This plan was formulated after site visits to assess subject collections, a review of existing conditions, shelf counting and measurement of current space allocations, an analysis of collection growth and circulation activity in various areas and first-hand observation of library use patterns. After the ninety-minute presentation, Mr. Gilchrist and Ms. Loud answered questions of the Board. One issue to be resolved is the location of the Large Print collection. Ms. Muldoon asked about the possibility of separating genre fiction out from the general fiction collection. A question was asked about whether the new paperbacks would be shelved with the new hardcover fiction or with the general paperback collection. Also asked was whether the new children's books could be housed in a more prominent location. The Board will consider approval and commitment to funding for this project. Ms. Loud provided preliminary cost estimates, which will be finalized and discussed at the April meeting.

### Adjournment

The meeting was adjourned at 9:53 PM on a motion by Mr. Murphy; seconded by Ms. Radochia. The next meeting will take place on **Monday, April 9<sup>th</sup> at 7:15 PM in the Community Room.**

Respectfully submitted,

Cynthia Diminture

